

## SAC Scores FALL 2020 Strategic Planning 2019-2020 Plan Year – Year-End Tasks

In this document, entity refers to unit, department, discipline, or office.

### Recap – 2019-2020 Mid-Year – SPRING 2020

Entity strategic plans for the 2019-2020 Plan Year, of the [San Antonio College 2019-2022 Strategic Plan](#) were documented during SAC Scores SPRING 2020. In the process of documenting entity strategic plans, a review of the mission statement, goals, objectives, measures, and targets, was to occur. Mid-year findings, and action plans – if necessary, were documented or created respectively. In addition, Mid-Year Analysis Questions were to be answered and a total of two files uploaded for Strategic Planning to the SAC Scores Upload Site.

Refer to [Strategic Planning Terms](#) for a review of mission statement, goals, objectives, measures, targets, findings/analysis, action plans, and analysis questions.

During SUMMER 2020, utilizing a rubric, 2019-2020 Mid-Year Strategic Plans for 12 entities were reviewed by several Strategic Quality Enhancement Committee, SQEC, voting members. The review, one form of continuous improvement, provides feedback to the entities whose strategic plan was reviewed and serves to help strengthen the strategic planning process.

View the rubric utilized for strategic plan reviews: [Rubric-Strategic Plan Evaluation](#)

### Tasks – 2019-2020 Year-End – FALL 2020

#### Review and Analysis

1. Obtain a Copy of the SPRING 2020 Entity Strategic Plan
2. Obtain Data Relevant to the Entity Strategic Plan
3. Collaborative Data Review and Reflective Analysis

#### Document Results

4. Finding(s)/Analysis
5. Target Status and Action Plan(s)
6. Determine Which Initiatives Continue in the 2020-2021 Plan Year

Save Strategic Plan Entries

7. Answer Year-End Analysis Questions
- Save Answers to Year-End Analysis Questions

#### Upload – Submit Files

8. Upload – Submit Files to SAC Scores File Upload Site

### Review and Analysis

For the 2019-2020 Plan Year, with a year-end perspective, entities will update Entity Strategic Plans using available relevant data and analysis results. Determining which initiatives are to continue in the 2020-2021 Plan Year, will also occur.

#### 1. Obtain a Copy of the SPRING 2020 Entity Strategic Plan

Use the SPRING 2020 Entity Strategic Plan as a reference for the year-end review and analysis process. If a copy of the entity strategic plan is not available on the device (desktop, laptop, etc.) currently being used either download a copy or request a copy by email.

Download: <https://sacweb03.sac.alamo.edu/eScores/scores.aspx>

Email Request: [sac-strategicpl@alamo.edu](mailto:sac-strategicpl@alamo.edu)

If requesting a copy of the SPRING 2020 Entity Strategic Plan via email, include the name of the entity strategic plan being requested and the name of the individual who uploaded the entity strategic plan. Ensure each entity member has access to the entity strategic plan.

## 2. Obtain Data Relevant to the Entity Strategic Plan

Based on the SPRING 2020 Entity Strategic Plan, obtain data relevant to the entity strategic plan. Ensure each entity member has access to the data relevant to the entity strategic plan.

## 3. Collaborative Data Review and Reflective Analysis

Have a meeting, ensure each entity member is invited, to review relevant data for each Objective-Measure-Target in the entity strategic plan and have a reflective analysis with a year-end perspective. Review and analyze the results. What do the results reveal? Discuss the following or similar questions.

- What do the results mean for the entity?
- What did the entity learn?
- Did the entity meet the target or not?
- Why did the entity reach, or not reach, the target?
- What strength does the data reflect relative to the entity or its operations?
- How can identified strengths, be further strengthened?
- In terms of strategies,
  - Which were successful?
  - Which were not successful?
  - What strategies will be utilized to improve outcomes?
- Based on the results, what area(s) are excelling?
- Based on the results, what area(s) need attention to correct problems/issues?
- What highlights or challenges did the entity encounter?

## Document Results

With the data review and analysis completed – proceed to document results for each Measure-Objective-Target in the 2019-2020 Entity Strategic Plan. This includes a Finding for each Measure-Objective-Target, determining the Target status, creating or editing Action Plan(s) if necessary, and answering Year-End Analysis Questions. With the exception of the Year-End Analysis Questions, which are in a separate file, document 2019-2020 Year-End results in the Strategic Planning Template. Red text and red boxes in the template indicate a field, enter text or click a box, as applicable.

Access File: [Strategic Planning Template](#)

### Example of Partial Table (Blank)

2019-2020 Year-End Finding/Analysis		
Click or tap here to enter the Finding/Analysis.		
Target – Year-End	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Partially Met <input type="checkbox"/> Not Reported This Cycle <b>Target Date Beyond 2019-2020</b> In Finding/Analysis field provide a summary.
Action Plan – Year-End	<input type="checkbox"/> Keep As Is	<input type="checkbox"/> Edit <input type="checkbox"/> Add New Plan
Edited/New Action Plan (if applicable)		
Click or tap here to enter the Edited/New Action Plan (if applicable).		
This Goal/Objective/Target to be Continued in 2020-2021	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### 4. Finding(s)/Analysis

Document results of the entity strategic plan data review for each Objective-Measure-Target. Report the results – the actual, or achieved, in comparison to the established target. If data is not available or if work on the initiative has not begun, indicate that status. In addition, include results of the questions discussed. This is where the narrative, behind the data, factors in.

#### 5. Target Status and Action Plan(s)

Select the status, best indicating the Target’s 2019-2020 Year-End state, and determine the step to follow regarding Action Plans. If a Target Status is *Not Reported This Cycle*, provide a summary in the Finding field – for instance, data is not available or work on the initiative has not begun

TARGET STATUS	DESCRIPTION	ACTION PLANS
<b>Met</b>	The target has been met <b>NOTE:</b> Enjoy the achievement, thank those who helped in attaining the target, and attempt a new challenge	<b>NOTE:</b> The entity may retain the Target for the 2020-2021 Plan Year (to see if results are sustainable, or for data trending) <ul style="list-style-type: none"> <li>• If the Target is to continue in the 2020-2021 Plan Year an existing Action Plan <ul style="list-style-type: none"> <li>○ Can remain the same</li> <li>○ Can be edited</li> </ul> </li> </ul>
<b>Partially Met</b>	The target is close to being met	<ul style="list-style-type: none"> <li>• If an Action Plan exists, determine if edits are needed</li> <li>• If an Action Plan does not exist, create an Action Plan</li> </ul>
<b>Not Met</b>	The target is not close to being met, has not been addressed, or a considerable amount of work/time is necessary to attain the target	<ul style="list-style-type: none"> <li>• If an Action Plan exists, determine if edits are needed</li> <li>• If an Action Plan does not exist, create an Action Plan</li> </ul>
<b>Not Reported This Cycle</b>	The target is set for completion/ achievement beyond the 2019-2020 Year-End review period	<ul style="list-style-type: none"> <li>• If the entity is ON TRACK to meet the projected outcome, by the set timeframe, creating an Action Plan is optional</li> <li>• If the entity is NOT ON TRACK to meet the projected outcome, by the set timeframe, create an Action Plan</li> </ul>

#### 6. Determine Which Initiatives Continue in the 2020-2021 Plan Year

Based on the 2019-2020 Year-End review, analysis, and target status determine which initiatives are to continue in the 2020-2021 Plan Year. To indicate the decision, select Yes – initiative will continue in 2020-2021, or No – initiative will not continue in 2020-2021.

#### Save Strategic Plan Entries

When saving the 2019-2020 Strategic Plan Year-End entries (findings, target status, action plans, and determination of continuing initiatives)

- Save the file as a pdf
- Use the following format for the filename
  - Entity\_19-20\_Strategic\_Plan\_Year-End

## 7. Answer Year-End Analysis Questions

Viewing the 2019-2020 Plan Year, with a year-end perspective, answer the Year-End Analysis Questions. If a question does not apply to the entity, in the answer field, indicate the question is not applicable to the entity.

Access File: [Analysis Questions](#)

### Save Answers to Year-End Analysis Questions

When saving the answers to the year-end analysis questions

- Use the following format for the filename
  - Entity\_19-20\_Year-End\_Analysis\_Questions

## 8. Upload – Submit Files

To submit the two strategic planning files:

- Entity\_19-20\_Strategic\_Plan\_Year-End
- Entity\_19-20\_Year-End\_Analysis\_Questions

Upload the files to the SAC Scores File Upload Site.

Directions to Submit Files: <https://www.alamo.edu/sac/sac-scores>

SAC Scores File Upload Site: <https://sacweb03.sac.alamo.edu/eScores/scores.aspx>